

DEFRA Flexible Framework Level 2 Embed

	Objectives	Current Position	Actions required	Action responsibility	Action Target
People	Key staff have received advanced training on sustainable procurement principles	Training completed for 3 Procurement staff.	Arrange for remaining Procurement Services, ISS & ESS staff to attend training as soon as possible.	Steven Hogg - Guidance Material Procurement Services staff member responsible for Faculty/Dept - Delivery	Sep-14
	All procurement staff have received basic training in sustainable procurement principles.	Training completed for 3 Procurement staff.	Prepare presentation slides / handouts. Look to set-up specific SDU training course	Steven Hogg - Guidance Material Neil Addison - Delivery as part of existing Buying Into The Purchasing Process course	Sep-14
Policy, Strategy & Communications	Review and enhance sustainable procurement policy, in particular	Enhanced policy completed and endorsed by Tony Stevenson and EB			Action completed
	Ensure it is part of a wider Sustainable Development strategy.	Purchasing objectives included in Environmental Sustainability Strategy Action Plan, Carbon Management Plan, EcoCampus EMS, Green League Action Plan		Steven Hogg	Action completed
		Sustainable Procurement training incorporated into Environmental Co-Ordinator Strategy 2010-11.			
	Communicate to staff, suppliers and key stakeholders	Published on Procurement Services internal and external website Jul-11			Action completed
		Staff notified via appropriate networks, ie Environmental Co-ordinators, Message of the Day etc Link to policy with all invitations to tender		Steven Hogg	Action completed
			Procurement Services staff member responsible for tender	Action completed	
Procurement Process	Detailed expenditure analysis undertaken, key sustainability risks assessed and used for prioritisation.	In progress as part of commodity strategies.	Use HE/Marrakech Pre-Prioritisation Sustainability Risk Matrix	Procurement Services staff member responsible for commodity area	Action completed
	Sustainability is considered at an early stage in the procurement process of most contracts.	Sustainability questionnaire included in PQQs, and sustainability specifications/assessment criteria included in tenders if appropriate		Procurement Services staff member responsible for commodity area	Ongoing requirement
	Whole-life-cost analysis adopted	Most economically advantageous tender is standard evaluation method. Energy data included in tenders and used as part of cost assessment.	Recommend guidance/methodology for assessment.	Steven Hogg	Model adopted for IT and related procurement exercises
Engaging Suppliers	Detailed supplier spend analysis undertaken.	Completed using BW and scope 3 emissions data.	Include as part of expenditure analysis process	Procurement Services staff member responsible for commodity area	Ongoing requirement
	General programme of supplier engagement initiated, with senior manager involvement.	Passive engagement via external website content, communication within PQQs and tenders.			Action completed
		Award made at Excellent Supplier event	Considering incl award to supplier for sustainability achievements as part of Supplier Recognition event Jul-12.	Neil Addison	Action completed
		To be included as part of Level 3 actions	Consider setting-up programme of meet the buyer events, include sustainability as part of event.	Neil Addison	Action completed
			Include sustainability as standard agenda item in contract management review meetings	Procurement Services staff member responsible for commodity area linked to supplier	Action completed
Measurements & Results	Detailed appraisal of the sustainability impacts of the procurement activity has been undertaken.	Marakesh system adopted and in place for procurement commodity areas	Include as part of expenditure analysis process	Procurement Services staff member responsible for commodity area	Ongoing requirement
	Measures implemented to manage the identified high risk impact areas.	On-going	To follow expenditure / supplier spend / impacts analysis	Procurement Services staff member responsible for commodity area	Ongoing requirement